

**ASSOCIATION OF FLORIDA COLLEGES  
OUTSTANDING COMMISSION OF THE YEAR AWARD  
NOMINATION FORM  
Reporting Period: October 1 – September 30**

*The Commission End of the Year Report will now be used in the judging process for the Outstanding Commission of the Year. In the hopes of soliciting more participation in the awards program, the report has been streamlined. The purpose of the report is still to offer Commission chairs a measurable tool to use in planning and implementing a successful year in compliance with the Commission Vitality Report found in the AFC Bylaws, Article VIII, Section 2.*

*Complete and submit this form with your nomination. Attach additional pages as necessary. The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized.*

COMMISSION: **Faculty Commission**

COMMISSION CHAIR: **Jean Scheppers**

COMMISSION CHAIR'S E-MAIL ADDRESS: **scheppej@cf.edu**

COMMISSION CHAIR'S COLLEGE: **College of Central Florida**

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ACTIVITIES SUBMITTED FOR JUDGING

**1. COMMISSION ACTIVITIES (Maximum 50 points)**

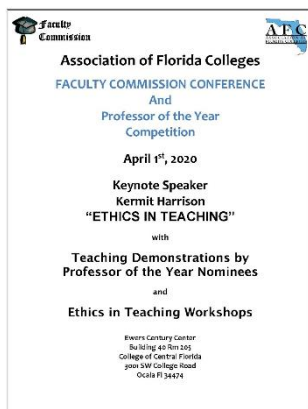
*Include any activities sponsored by the Commission, including Spring Conference, general membership meetings, and Commission board meetings. Include minutes of all general membership and Commission board meetings.*

*Special emphasis should be place on membership development, professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Commissions having exemplary performance in the areas of professional development, leadership training, or community service.*

**Spring Conference participation – 5 points**

**(Appendix 1 – Spring Conference Schedule for the Professor of the Year Semin-final Competition)** – The original conference was postponed due to Covid only weeks before the Spring Conference event. Planning had been completed and Conference registration was open at MyAFCHome.com when cancellation occurred.

ANNOUNCEMENTS



The professor of the year Semi-finals were postponed until for the week before conference, and thus, the “spring conference” will occur in the fall, but after the Oct. 30, 2020 final date for this report.

Fall Conference participation: **Yet to be determined.**

Date of rescheduled conference activities: **Thursday, November 12, 2020.**

**Spring Conference participation – \_\_\_\_/5 points**

**Commission Activities – 5 points each.**

(A maximum of 10 points will be awarded for social activities.)

Name of activity: **Professor of the Year, Preliminary Judging/Evaluation of Written Nominations and Selection of Semi-finalists** – (Appendix 1 -Judging score sheet –attached to email)

Name of activity: **Faculty Round Table Discussion 1** (See the communiqués for the Faculty Round Table Discussions below. When lengthy documents and communiqués are the same you will be referred to the communiqués inserted below.)

Name of activity: **Faculty Round Table Discussion 2**

Name of activity: **Faculty Round Table Discussion 3**

Name of activity: **Faculty Round Table Discussion 4**

Name of activity: **Faculty Round Table Discussion 5**

Name of activity: **Faculty Round Table Discussion 6**

Name of activity: **Faculty Round Table Discussion 7**

Name of activity: **Faculty Round Table Discussion 8**

**TOTAL POINTS AWARDED FOR COMMISSION ACTIVITIES \_\_\_\_\_ points**

## 2. COMMISSION EXEMPLARY PRACTICE (Maximum 35 points)

*Include only awards that are chosen from statewide application as indicated on the official AFC Awards List. Internal awards such as Unsung Hero or commission member awards are considered non-exemplary practice awards. Provide award criteria, procedures and award winner's name(s).*

### **Awarding an Exemplary Practice – 15 points**

Exemplary Practice Presentation October 1, 2019 through September 30, 2020 – 5 points

Exemplary Practice criteria and procedure – 5 points

Awarding an Exemplary Practice Award – Professor of the Year \_\_\_/5 points

Non-exemplary practice awards – 5 points each (maximum of 10 points)

**Exemplary Practice Criteria and Procedures** included: **Professor of the Year - Appendix 3** (Includes all forms and documents for POY updated this year. They are immediately below the date of Exemplary Practice Presentations.) \_\_\_/5 points

Exemplary Practice award winner's name(s): **Amee Mehta – Professor of the Year** \_\_\_/5 points

MEET YOUR 2019 AFC PROFESSOR OF THE YEAR!

AMEE MEHTA, Seminole State



Mehta is a professor of biological sciences at the College and has been a part of the Seminole State faculty for 12 years. During this time, she has earned two of the College's most prestigious awards: the Ken Sylvester Faculty Excellence Award in 2014 and one of four Endowed Teaching Chair Awards in 2018.

Second Exemplary Practice award winner's name(s): **Laila Nimri – Distinguished Professor** \_\_\_/5 points

(The Distinguished Professor Award is determined as the First (and Second) Runner-up during the Professor of the Year competition. No additional criteria or procedures included.)

Date of Exemplary Practice Presentations: **Annual Conference 2020, with live presentation of the winning Teaching Demonstration and presentation of the two awards: Professor of the Year and Distinguished Professor** \_\_\_/5 points

### **Exemplary Practice Criteria and Procedures:**

There are several documents that follow:

Document 1. Written nomination invite and instructions. See first Communiqué below. (These are fairly lengthy documents, and when a document and a communiqué are the same you will be referred to the communiqué.)

Document 2. Judges instructions for understanding and evaluating the written nomination form.

Document 3. Rubric for scoring the Written Professor of the Year Nominee Submissions

Document 4 – Instructions for writing and judging the overview of a proposed teaching presentation

Document 5 - Rubric for judging the Teaching Demonstration. (Modified to judge in the new online format)

**Document 2 - Judges instructions for understanding and evaluating the written nomination form.**

**JUDGES INSTRUCTIONS FOR UNDERSTANDING AND USING THE WRITTEN SUBMISSION EVALUATION FORM**

**1. Ensure that the name of the nominee, discipline and college are accurate.**

Nominee: Jane Doe

Discipline: Humanities & Foreign Languages

College: Santa Fe Community College

**2. Judge the strength of the three required recommendations considering the following positive attributes of the letters (5 points per letter)**

1. The recommendation is written by someone clearly familiar with the nominee's work.
2. The letter uses brief but detailed examples to illustrate the skills, abilities, strengths and character of the nominee.
3. The letter confirms the candidate's ability to work independently and work well with others.
4. The letter describes the nominee's contributions to class, college, and community.
5. The letter describes the honors and awards of the nominee.
6. The letter addresses the potential of the nominee.

**3. Judge the effectiveness of the Statement of Teaching Philosophy (5 points)**

Does the statement:

1. convey the nominee's concept of teaching and learning, their purpose in teaching, their teaching values, their beliefs and personal goals?
2. describe teaching goals and methods, assessment of student learning, and assessment of teaching?
3. provide evidence of teaching effectiveness?

**4. Judge the nominee's dedication to the success of all students in a diverse classroom. (5 points)**

Does the statement:

1. present an inclusive teaching philosophy dedicated to the success of all students?
2. describe goals and include examples of teaching/learning activities that can be configured in different ways to fit the learning environment and student needs?

**5. Judge the Written Proposed Teaching Presentation**

The proposed teaching presentation will become an actual teaching opportunity for those selected as semifinalists for Professor of the Year. Each semifinalist will be asked to teach a 15-minute lesson to students in a classroom setting, with no asides directed to the judges. The semifinalist will be the instructor, and colleagues attending the Spring Faculty conference will serve as the students.

**a. Clear Shared Outcomes (5 points)**

Does the nominee effectively explain how proposed learning outcomes anchor the preparation process and guide the choices of materials, practice activities, and assessments? Does the nominee effectively explain how the students will know where they are going and why the work (listening,

practicing, assessing) is important to the lesson? Does the teacher share a clear definition of what success will look like?

**b. Learning Environment (5 points)**

Does the nominee effectively explain how the proposed lesson creates a positive environment that supports students to take risks, ask questions, and make and learn from mistakes? Does the nominee explain how the proposed lesson is flexible enough to be configured in different ways to best maintain an effective learning environment? Are students empowered to build relationships and interact with their environment in ways that support their learning?

**c. Varied Content, Materials and Method of Instruction (5 points)**

Does the nominee effectively explain how the proposed lesson fosters and reflects an understanding of multiple learner perspectives? Does the lesson include instructional activities to meet the needs of a variety of learners? Does the proposed lesson allow students to connect in authentic ways and become fully engaged?

**d. Feedback and Practice (5 points)**

Does the proposed lesson follow a cycle that includes goals, multiple attempts, productive feedback and success? Does the lesson include activities that allow the students to work independently, cooperatively, and with teacher guidance? Does the lesson include a plan for using feedback to revise essential work?

**e. Complex Thinking and Transfer (5 points)**

Does the nominee effectively explain how the proposed lesson promotes student engagement? Do the proposed lesson activities help students, analyze, evaluate, and draw conclusions? Does the proposed lesson ask students to wrestle with complex and authentic problems?

**d. Can this lesson be reasonably taught in 15 minutes? (5 points)**

**5. Judge the Professional Service**

**a. Service to AFC (5 points)**

How long has the nominee been a member of AFC? How have they participated at the college chapter level? How have they participated at the state level? What leadership positions have they held in the AFC?

**b. Professional Organizations (5 points)**

Has the nominee been involved in state level professional organizations? Were they actively involved? Has the nominee been involved in national level professional organizations? Were they actively involved? Has the nominee presented at the state or national level? Has the nominee published at the state or national level?

**c. Leadership Positions (5 points)**

What leadership positions has the nominee they held at the college level? At the state level? At the national level? Do the nominee's leadership positions demonstrate growth in leadership skills? Has the nominee held leadership positions in a variety of areas?

**d. Commitment to Student Success Beyond the Classroom**

In what ways had the nominee served students outside of the classroom? Has the nominee encouraged the students to participate in clubs or college sponsored educational events? Has the nominee served as a club advisor? Has the nominee created or participated in service-learning opportunities outside of the classroom? Has the nominee created connections between students and professionals in the community? Has the nominee participated in collaborative teaching - a single topic incorporated by multiple instructors into multiple courses to provide a variety of perspectives?

**Document 3 – Rubric for scoring the Written Professor of the Year Nominee Submissions**

**WRITTEN SUBMISSION EVALUATION FORM**  
**(For Assessing AFC Professor of the Year Nominations)**

**Nominee:** Jane Doe

**Discipline:** Humanities & Foreign Languages

**College:** Santa Fe Community College

| <b>Strength of Recommendations</b>                               | <b>Possible</b> | <b>Score</b> |
|--|-----------------|--------------|
| Student Recommendation   | 5               |              |
| Faculty/Colleague Recommendation                                 | 5               |              |
| Administrator Recommendation                                     | 5               |              |
| <b>Teaching Philosophy</b>                                       |                 |              |
| Effective Statement of Teaching Philosophy                       | 5               |              |
| Dedication to the Success of All Students in a Diverse Classroom | 5               |              |
| <b>Proposed Presentation</b>                                     |                 |              |
| Limited to 15 minutes  | 5               |              |
| Learning Environment   | 5               |              |
| Clear Shared Outcomes  | 5               |              |
| Varied Content, Materials and Method of Instruction.             | 5               |              |
| Feedback and Practice  | 5               |              |
| Complex Thinking and Transfer                                    | 5               |              |
| <b>Professional Service</b>                                      |                 |              |
| Service to AFC   | 5               |              |
| Professional Organizations                                       | 5               |              |

|  |    |  |
|--|----|--|
| Leadership Positions                               | 5  |  |
| Commitment to Student Success Beyond the Classroom | 5  |  |
| Total  | 75 |  |

Evaluator's Full Name \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_

Evaluator's Discipline \_\_\_\_\_

Evaluator's College \_\_\_\_\_

Date Completed \_\_\_\_\_

**Document 4 – Instructions for writing and judging the overview of a proposed teaching presentation:**

**Written Overview of a Proposed Teaching Presentation**

The proposed teaching presentation will become an actual teaching opportunity for those selected as semifinalists for Professor of the Year. Each semifinalist will be asked to teach a **15-minute** lesson to students in a classroom setting, with no asides directed to the judges. The semifinalist will be the instructor, and colleagues attending the Spring Faculty conference will serve as the students.

**Instructions**

The written overview of a proposed teaching presentation overview has three parts: 1) clearly communicated learning outcomes, 2) a written outline that includes a description of the lesson/activities/materials that will be taught/used in the lesson, and 3) an explanation of how the proposed lesson meets the following criteria:

**a. Clear Shared Outcomes (5 points)**

Does the nominee effectively explain how proposed learning outcomes anchor the preparation process and guide the choices of materials, practice activities, and assessments? Does the nominee effectively explain how the students will know where they are going and why the work (listening, practicing, assessing) is important to the lesson? Does the teacher share a clear definition of what success will look like?

**f. Learning Environment (5 points)**

Does the nominee effectively explain how the proposed lesson creates a positive environment that supports students to take risks, ask questions, and make and learn from mistakes? Does the nominee explain how the proposed lesson is flexible enough to be configured in different ways to best maintain an effective learning environment? Are students empowered to build relationships and interact with their environment in ways that support their learning?

**g. Varied Content, Materials and Method of Instruction (5 points)**

Does the nominee effectively explain how the proposed lesson fosters and reflects an understanding of multiple learner perspectives? Does the lesson include instructional activities to meet the needs of a variety of learners? Does the proposed lesson allow students to connect in authentic ways and become fully engaged?

**h. Feedback and Practice (5 points)**

Does the proposed lesson follow a cycle that includes goals, multiple attempts, productive feedback and success? Does the lesson include activities that allow the students to work independently, cooperatively, and with teacher guidance? Does the lesson include a plan for using feedback to revise essential work?

**i. Complex Thinking and Transfer (5 points)**

Does the nominee effectively explain how the proposed lesson promotes student engagement? Do the proposed lesson activities help students, analyze, evaluate, and draw conclusions? Does the proposed lesson ask students to wrestle with complex and authentic problems?

**Document 5 - Rubric for judging the Teaching Demonstration.** (Modified to judge in the new online format)

**TEACHING PRESENTATION EVALUATION FORM**  
(For Assessing AFC Professor of the Year Teaching Presentations)

Nominee: \_\_\_\_\_

Discipline: \_\_\_\_\_

College: \_\_\_\_\_

| <b>Clear Shared Outcomes</b>   | <b>Possible</b> | <b>Score</b> |
|--|-----------------|--------------|
| Primary goal and how the work is important to the lesson                     | 5               |              |
| Expected student learning outcomes   | 5               |              |
| Successful delivery of expected student learning outcomes                    | 5               |              |
| <b>Learning Environment</b>  |                 |              |
| Positive environment that supports risks, questions and mistakes             | 5               |              |
| Flexibility/Adjustments to maintain an effective online learning environment | 5               |              |
| Empower students to build relationships and interact with their environment  | 5               |              |
| <b>Content, Materials and Method of Instruction</b>                          |                 |              |
| Foster and reflect an understanding of multiple learner perspectives         | 5               |              |



|   |    |  |
|---|----|--|
| Include instructional activities to meet the needs of a variety of learners | 5  |  |
| Allow students to connect in authentic ways and become fully engaged        | 5  |  |
| <b>Practice and Feedback</b>  |    |  |
| Include multiple attempts and productive feedback                           | 5  |  |
| Include activities that allow for independent and cooperative work          | 5  |  |
| <b>Complex Thinking and Transfer</b>  |    |  |
| Promote student engagement with the material                                | 5  |  |
| Help students, analyze, evaluate, and draw conclusions                      | 5  |  |
| Ask students to wrestle with complex and authentic problems                 | 5  |  |
| Total   | 75 |  |

| <b>Calculation of Final Score</b>  |                 |              |
|--|-----------------|--------------|
|  | <b>Possible</b> | <b>Score</b> |
| <b>Score for Meeting the Time limit (select one)</b>   | 10              |              |
| 1. under the time limit? (8 points)<br>2. under and within 30 seconds of the time limit (9 point)<br>3. under and within 15 seconds of the time limit (10 point)<br>4. over the time limit by less than 30 seconds (5 points)<br>5. over the time limit by more than 60 seconds (0 points) |                 |              |
| <b>Score from Teaching Evaluation</b>  | 70              |              |
| <b>Score from the Written Nomination Evaluation</b>  | 75              |              |
| <b>Total Score</b><br>Add the three scores above   | 155             |              |

Evaluator's Full Name \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_

Evaluator's Discipline \_\_\_\_\_

Evaluator's College \_\_\_\_\_

Date Completed \_\_\_\_\_

TOTAL POINTS AWARDED FOR EXEMPLARY PRACTICE \_\_\_\_\_ points

**3. OPERATIONAL PLAN (Maximum 10 points)**

Provide a copy of the current operational plan for the Commission.

Commission Operational Plan—10 points

Operational Plan included \_\_\_\_\_/10 points

**Faculty Commission Operation Plan - results updated.**

Operational Plan for 2020  
Association of Florida Colleges

Type of Unit: Commission

Name of Unit: Faculty Commission

| AFC Goal                                     | Unit Objective  | Unit Activities   | Person Responsible                | Dates                            | Measures of Success  | Results  |
|--|---|---|-----------------------------------|----------------------------------|--|--|
| Engage Members                               | Establish a full Board 2019-20  | Reach out to individuals who will be active   | Chair                             | Complete by January 2020         | All positions filled   | All positions filled by February of 2020   |
| Promote Leadership                           | Engage Board to modify POY instructions, nomination forms and judging criteria.<br>Update bylaws<br>Recruit and mentor new active leaders | Regular Phone/Email conferences with Board members and AFC HQ<br>Establish an advisory board                              | Chair<br>Vice-Chair<br>FULL Board | Jan 2020<br>Mar 2020<br>May 2020 | Establish an Advisory board.<br>Review and update all Faculty Commission documents: bylaws, awards, and procedures | Advisory Board established in November of 2019. All documents including bylaws, awards and procedure fully updated by January of 2020. And re-updated for online Professor of the Year by September 2020 |
| Promote Professional Development through AFC | Faculty Conference<br>Annual Conference   | Promote attendance<br>Offer educational sessions<br>Professor of the Year Semifinals and Finals<br>Vivian Dellinger Award | Chair<br>Vice-Chair               | April 2020                       |  | The Faculty conference was cancelled; however, we began a series of Faculty Round Table Discussions to encourage faculty   |

|   |  |   |  |                    |   |   |
|---|--|---|--|--------------------|---|---|
|   |  |   |  |                    |   | engagement and development. A huge thank you to Marsha Kiner for the suggestion.  |
| Promote International Professional Development Activities | Create and implement International Professional Development Activities | Create 8 Travel/ Int'l Dev Ed options. Offer 1 -4 Destinations in 2020-21   | Chair AFC HQ   | March and November | A significant amount of work went into designing a submitting professional development abroad, but in the end, AFC opted not to participate due to possible liability issues. |   |
| Recognize excellence                                      | Create and publish Faculty Spotlight Faculty Newsletter                | Email blast asking for exemplary practice presentations, potential Dillinger Award presentation                       | Chair and Exec Board   | Throughout 2020    |   | Successful call for nominees for professor of the year.<br><br>Dillinger award – no submissions.<br><br>Despite repeated requests for faculty to submit a photo and brief bio, only one faculty member participated. You got me on that one. I'd recognize myself, but... you know. |
| Fundraising and Sponsorships                              | Minimum of 2 Fundraising Activities                                    | Reach out to board members to assist with fundraising opportunities at the Teaching – Learning and State Conferences. | 50/50 Basket drawings, come up with other ideas via email blast and conference calls | Entire board       |   | 2019 Annual Conf Basket drawing<br><br>2 baskets.<br>85.00 raised.  |

**TOTAL POINTS AWARDED FOR OPERATIONAL PLAN \_\_\_\_\_ points**

#### 4. BYLAWS (Maximum 10 points)

*Provide a copy of the Commission's Bylaws showing they have been **reviewed/revised annually** by the Commission Executive Board or the Commission membership.*

Commission Bylaws– 10 points

Bylaws included \_\_\_\_\_/10 points

**Faculty Commission Bylaws – Bylaws and standing rules approved 2020. Vivian Dellinger Award submission from is part of the standing rules.**

### BYLAWS OF THE FACULTY COMMISSION

#### ASSOCIATION OF FLORIDA COLLEGES

##### ARTICLE I. NAME

The name of the organization shall be known as the Faculty Commission (FC).

##### ARTICLE II. MISSION

The mission of the Faculty Commission is to promote the optimal academic, curricular, and workplace environment so that all faculty can provide the best service to students and to the community, to provide for networking among faculty members, and to recognize superior teaching achievements of individual faculty members.

##### ARTICLE III. MEMBERS

Section A. Membership in the Faculty Commission shall be open to any member of

The AFC, but voting representatives of the Faculty Commission must be members of the faculty of member institutions.

Section B. Voting representatives shall be elected to one-year terms by the faculty of their respective colleges or campuses.

Section C. Each single-campus college shall elect two voting representatives, and each multi-campus college shall elect one voting representative from each campus to the Faculty Commission. A multi-campus college shall be defined as a college with two or more campus locations with at least fifteen full-time faculty members on each campus.

Section D: In the absence at any business meeting of a voting FC representative from any given college, and alternate faculty member from the same college may be approved as a voting member by the Secretary.

##### ARTICLE IV . OFFICERS

- Section A: The officers of the Faculty Commission shall be: Chair, Past Chair, Chair-elect, Vice Chair, Secretary, Treasurer, and Region Representatives. These officers shall constitute the FC Executive Board. These officers shall perform the duties prescribed by these By-Laws.
- Section B. The Nominating Committee shall present the name of at least one FC member as a candidate for each executive office prior to the annual convention meeting of the commission.
- Nominations for FC offices shall be accepted from the floor at the commission convention meeting; however, additional nominations for the Regional Representative positions shall be made only by FC delegates from the appropriate region.
- Section C. The offices of the Faculty Commission shall be elected on a written ballot at the Convention FC meeting by a simple majority of the FC delegates, present and voting.
- Section D. The Regional Representative for each region shall be elected by the voting delegates of the respective regions at the Annual Convention Commission Meeting. The election of the Regional Representatives shall be held following the election of the FC officers.
- Section E. Officers shall serve or one year beginning January 1 of the calendar year succeeding the year in which elected. Terms of offices shall end on December 31 of that same year. Officers who have been appointed to fill a vacancy shall serve until December of that same year.
- Section F. The Chair and Chair-elect of the FC shall be employed by different colleges.
- Section G. Faculty Commission Officers and regional representatives may be removed for failure to attend FC meetings or for failure to perform their prescribed duties by two-thirds vote of the Steering Committee.
- Section H. The offices of the Faculty Commission shall be filled by any faculty member who is an individual member in good standing of AFC.
- Section I. 1. Chair
- a. The Chair shall preside at all meetings of the Faculty Commission and Executive Board and shall assume primary responsibility for all Commission activities.
  - b. The Chair shall publish an agenda for the Convention Commission meeting.
  - c. The Chair, with the approval of the FC Executive Board may appoint an Excellence in Community College Teaching Committee, a Nominating Committee, Program Planning Committee, Legislative Committee, Bylaws Committee, and Ad Hoc Committees as appropriate.
  - d. The Chair, with the approval of the FC Executive Board, shall appoint individuals to fill vacated offices.
  - e. The Chair shall ensure that activities of the Commission are properly organized, publicized in advance, and that activity reports are submitted to the FC.
  - f. The Chair shall maintain a file of FC bylaws, FC minutes, Commission Reports, and approved resolutions and recommendations. This file shall be transferred to the succeeding Chair within 45 days following the annual Convention.
  - g. The Chair may appoint a Parliamentarian and a Historian of the Faculty Commission.

## 2. Chair-elect

- a. The Chair-elect shall chair the Program Planning Committee.
- b. The Chair-elect shall perform such other duties as may be assigned by the Chair.
- c. The Chair-elect shall preside over meetings in the absence of the Chair.
- d. The Chair-elect shall chair the Vivian Dellinger Award Committee.

## 3. Past-chair shall assume duties as requested by the chair.

## 4. Vice Chair

- a. The Vice Chair shall serve as Chair of the Excellence in Community College Teaching Award Committee and shall be responsible for publicizing and coordinating the work of the committee.
- b. The Vice Chair shall perform such other duties as may be assigned by the Chair.

## 5. Secretary

- a. The Secretary shall record the minutes of all meetings of the Commission and of the Board.
- b. The Secretary shall distribute the recorded minutes of each meeting of the Commission and of the Board to each voting FC delegate.

## 6. Treasurer

- a. The Treasurer shall maintain all financial records and shall receive and disburse all finds as authorized.
- b. The Treasurer shall prepare and present a financial statement to the FC at the Convention Commission meeting.
- c. The Treasurer shall maintain a list of all registrants of each meeting and their account status.

## 7. Regional Representatives

- a. The Regional Representatives shall organize the activities of the respective region, attend these meetings, and report the activities of the regional meetings to the FC Board through minutes or appropriate means.
- b. The Regional Representative shall coordinate with the Chair on Publication of meeting dates and locations within the respective region.
- c. Regional Representatives should attend the Leadership Training and Planning Conferences in the year following election.

## Section J.

### Vacancies

1. Should the office of the Chair become vacant, the Chair-elect shall advance to that position.
2. Should a vacancy occur in any other office, the Chair shall have the responsibility of appointing a replacement, with the approval of the existing FC Executive Board or, in the absence of such, through Committee designation of a replacement. Such an appointee shall serve out the vacated term of office.

3. Resignations shall be submitted to the Chair in writing.

## **ARTICLE V.**

### **COMMITTEES**

#### Section A.

The FC Board shall consist of the Chair, Immediate Past Chair, Chair-elect, Vice Chair, Secretary, Treasurer, and each Regional Representative.

The FC Executive Board shall formulate the budget; approve the disbursement of funds; approve the appointments to vacated offices, or fill vacated offices if no appointment has been recommended by the Chair; carry out routine business between commission meetings; make recommendation to the FC to promote the improvement of the Commission's activities; and review all bylaw recommendations, resolutions, or other formal recommendations.

#### Section B.

The Excellence in Community College Teaching Committee shall be comprised of the Vice Chair and elected representatives of the five regions. The Committee shall develop and refine guidelines for submission of nominations and judging for this award. These guidelines shall include criteria, method of nomination, calendar, and any other information that may be applicable. The guidelines shall then be published as Standing Rules for this Commission.

#### Section C.

The Nominating Committee shall consist of a Chair and at least three other members. This committee shall develop and present a slate of candidates, for the offices of Faculty Commission Chair-elect, Vice Chair, Secretary, Treasurer, and five Regional Representatives to be elected at the Convention meeting of the Commission.

#### Section D.

The Program Planning Committee shall consist of the Chair-elect and each Regional Representative. This committee shall recommend meeting sites, formulate agendas, estimate cost and carry out the detailed planning of all programs for the coming year.

#### Section E.

The Legislative Committee shall be comprised of a Chair and a single member from each of the four regions. This committee shall function as a liaison to the FACC State Legislative Committee on legislation of importance to faculty.

#### Section F.

The Bylaws Committee shall consist of a chair and at least two other members. This committee shall review the Bylaws of the FC annually and bring any recommended changes to the attention of the FC Board.

#### Section G.

Ad Hoc Committees shall be appointed by the Chair and approved by the FC Board.

#### Section H.

All committees shall coordinate their work through the Chair.

## **ARTICLE VI.**

### **MEETINGS**

#### Section A.

Annual meetings of the Commission and of the FC Board shall be held during the annual Convention of the-AFC and at the FC Spring Conference. Additional meetings may be called by written notice from the Chair.

#### Section B.

Voting members present at any regular or called meeting shall constitute a quorum.

Section C. Voting members of the Commission shall have some means of visible identification at the annual convention Commission meeting, and, to facilitate voting, be separated from others in attendance at Commission business meetings.

Section D. The FC Board, in considering the agenda for the Convention meeting, shall give priority to items of major importance; items appealing to the interests of the many versus those of the few; election of officers and recommendation or resolutions.

## **ARTICLE VII. FINANCES**

The FC Board shall develop an annual budget to provide support necessary to perform all its functions. Provision must be made for support from AFC in accordance with its Bylaws prior to the expenditure of any funds by the FC Board. All funds shall be accounted for in accordance with AFC procedures.

## **ARTICLE VIII. RESOLUTIONS**

Resolutions or formal recommendation must be in writing. Resolutions should be submitted to the Chair twenty (20) days before the annual Conventions commission meeting, and should have been discussed at the regional meeting.

## **ARTICLE IX. AMENDMENTS**

Section A. These Bylaws may be amended at the annual Convention Commission meeting by an affirmation of two-third (2/3) of the members present and eligible to vote, provided that such amendments are presented in writing to the Chair of the Faculty Commission not less than twenty (20) days in advance of the first scheduled business session of the annual convention Commission meeting.

Section B. These Bylaws shall be reviewed annually by the Bylaws Committee.

Section C. The FC Board shall review proposed amendments and present them to the Commission with its recommendations for approval, disapproval, or modification.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Commission in all cases in which they are not inconsistent with these Bylaws and in any special rules of order which the Commission may adopt.



## FACULTY COMMISSION

### STANDING RULES

#### ARTICLE I.

AFC Faculty Commission

Professor of the Year

Award of Instructional Excellence

- A. Judging for the award shall be in stages.
  - 1. Written Submission.
  - 2. Preliminary Oral Presentation at the Spring Meeting.
  - 3. Oral Presentation by the Finalist at the Annual Convention.
  
- B. Written Submissions. Judging will be based on the following:
  - 1. Teaching Effectiveness:
    - a. Nominator's recommendation-maximum of 15 points.
    - b. Supporting recommendation-maximum of 10 points.
  - 2. Teaching Style:
    - a. Expertise I teaching field-maximum of 15 points
    - b. Ability to communicate in written form-maximum of 5 points.
    - c. Quality of instruction-maximum of 10 points.
  - 3. Innovative Methods and Ideas:
    - a. Original ideas to improve instruction-maximum of 15 points.
    - b. Adaptability of ideas-maximum of 10 points.
    - c. Quality of materials developed-maximum of 10 points.
  - 4. Professional Development
    - a. Professional organization-maximum 5 points.
    - b. Leadership position-maximum of 5 points.
    - c. Community Services, etc-maximum of 5 points.
  
- C. Individual Presentation
  - 1. Presence:
    - a. Attitude-maximum of 15 points.
    - b. Control of Audience-maximum of 10 points.
  - 2. Speaking:
    - a. Expertise I teaching field-maximum of 15 points

- b. Clarity and Precision-maximum of 15 points.
    - c. Organization of Material-maximum of 15 points.
  - 3. Auxiliary Material:
    - a. Suitability and effective use-maximum of 10 points.  
(If not used, was presentation effective without these materials?)
  - 4. Communication of Concepts:
    - a. Does the presentation include a teaching concept?-maximum 5 points.
    - b. Was the concept clearly presented and related to the delivery method?-maximum of 10 points.
    - c. Is there closure of the audience understanding of the concept?-maximum of 10 points.
- D. Scoring of Submissions Will Be Accomplished as Follows:
  - 1. Written material will first be read and scored.
  - 2. Those scoring highest on the written portion (approximately 15) will be asked to make an oral presentation at the Spring Workshop.
  - 3. Finalists will be selected at the Spring Workshop.
  - 4. Finalists will be required to make an oral presentation at the annual AFC Convention.
  - 5. The winner will be announced during the annual AFC Convention.
  - 6. To allow for the possibility that a judge may be unable to judge all entries, the scores for each stage will be averaged and the winner will be the one with the highest score.
  - 7. A judge will disqualify himself/herself from judging a colleague from his/her own college.
  - 8.
- E. Names of the Awards
  - 1. The winner of the competition will be designated "Professor of the Year".
  - 2. The runners-up will be designated "Distinguished Professor"

**Article II**

AFC Faculty Commission

Vivian M. Dellinger Outstanding Faculty Member Award

**A Purpose:**

This award is established to honor the memory of Vivian M. Dellinger, whose life as a community college professor and AFC\_member serves as a model of greatness for us all. This award will be presented by the Faculty Commission Association of Florida Colleges to a AFC faculty member who has given of his/her time, energy and inspiration to the AFC and the Faculty Commission in such a way that is seen as being well above the efforts of most, and in need of special recognition. These recipients are the people who inspire by their actions, and make significant changes in AFC through the Faculty Commission. They are the people, like Vivian

Dellinger, who have changed our lives and the life of AFC by their efforts. It is not required that the award be presented on an annual basis.

B. Criteria for Nominations: The nominee must have the following minimum qualifications:

1. The nominee must have achieved tenured teaching faculty status at one of Florida's community/junior colleges.
2. The nominee must have been an active member on the local/state level of AFC and must have been an active member for a minimum of five years.
3. The nominee must have served as a delegate to the Faculty commission at least once.
4. The nominee must have served as an officer in both the local college chapter and the AFC Faculty Commission.
5. The nominee must have made an outstanding contribution to the Faculty Commission.
6. The nominee must have made an outstanding contribution to AFC.
7. The nominee must have made contribution to his/her discipline, college and/or community.

C. Submissions of Nominations

Nomination may be made by an AFC member who is a tenured faculty member in any of the state's College System colleges. Nominations must be made by September 30<sup>th</sup>.

D. Nominations should be made in the form of a one page letter to the Faculty Commission Chair Elect. The letter should cite the nominee's contribution to AFC.

E. The recipient of the Vivian M. Dellinger Award will be that person that the judges select as the faculty member who has made the most outstanding contribution to AFC and the Faculty Commission.

F. Judging for the award shall be done by a committee consisting of the current Chair of the Faculty Commission and three members of the current State Board of AFC or any former Vivian M. Dellinger Award recipients to be selected by the Chair of the Faculty Commission and ratified by the AFC Executive Board.



Generic Nomination Form

Vivian M. Dellinger Outstanding Faculty Member Award

20\_\_ Nomination Form

Please complete this form in its entirety and **submit** to: \_\_\_\_\_, FC Chair-elect, either by email: e-mail address or by mail: address of Chair-Elect.

In addition to this form, you may submit a cover letter briefly outlining the nominees' achievements. The cover letter may not be submitted in lieu of the nomination form however.

**Deadline** for nominations is September 30<sup>th</sup>, 20\_\_.

**Note:** In order to receive nomination for the award, participants must meet **ALL** of the criteria listed below. Please do not leave any question blank.

1. When did the nominee receive tenured faculty status and at what college?
2. Has the nominee been an active member on the local or state level for at least 5 years and are they still active?
3. When did the nominee serve as a delegate to the Faculty Commission?
4. Has the nominee served as an officer in both his/her college chapter and the AFC Faculty Commission?
5. What outstanding contributions has the nominee made to the Faculty Commission?
6. What outstanding contributions has the nominee made to AFC?
7. What contributions has the nominee made to his/her discipline, college and/or community?

**TOTAL POINTS AWARDED FOR BYLAWS \_\_\_\_\_ points**

**5. FINANCIAL REPORT (Maximum 10 points)**

*Provide a copy of the current year's Commission's End of the Year Financial Report.*

Commission Financial Report – 10 points

Financial Report included \_\_\_\_\_/10

Faculty Commission  
2009-2011

| 2009-2012 Faculty Commission |            |                                       |   |          |             |            |
|------------------------------|------------|---------------------------------------|---|----------|-------------|------------|
| 2009-2010                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 6/30/09                      |            | Balance as of June 30, 2009           |   |          |             | \$6,763.59 |
| 09/08/2009                   |            | Levy Awards                           | Distinguished Professor of the Year 2008                        |          | -\$54.20    | \$6,709.39 |
| 09/18/2009                   |            | Levy Awards                           | Distinguished Professor of the Year 2008 Adam Gifford           |          | -\$54.20    | \$6,655.19 |
| 11/13/2009                   |            | Sybil Brown                           | Faculty Commission Professor of the Year                        |          | -\$1,000.00 | \$5,655.19 |
| 12/10/2009                   |            | Nicole Bell                           | Faculty Commission Sponsorship                                  | \$800.00 |             | \$6,455.19 |
| 01/13/2010                   |            | Macmillan                             | Faculty Commission Sponsorship                                  | \$500.00 |             | \$6,955.19 |
| 4/25/2010                    |            | Joint Spring Conference registrations | Transfer of registration from JSC                               | \$192.35 |             | \$7,147.54 |
| 2010-2011                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 11/13/2010                   | 12294      | James May                             | Faculty Exemplary Practice Winner (Prof of the Year)            |          | -\$1,000.00 | \$6,147.54 |
| 04/20/2011                   | 12580      | Jeff Laborda                          | 6523: Faculty Comm Reimbursement for Plaques                    |          | -266.25     | \$5,881.29 |
| 05/17/2011                   | CPA        | Faculty Commission                    | Faculty Comm Portion of Registrations from JCSC May 12-13, 2011 | 536.32   |             | \$6,417.61 |
| 05/17/2011                   | CPA        | Faculty Commission                    | Faculty Commission Sponsor Portion of JCSC Sponsor Money        | 400.00   |             | \$6,817.61 |
| 2011-2012                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 07/22/2011                   | 9000448250 | McGraw-Hill Higher Education          | Faculty Sponsorship   | 350.00   |             | \$7,167.61 |
| 10/21/2011                   | 12973      | Dr. Jerry Johnston                    | 6523: 2011 Professor of the Year                                |          | -1,000.00   | \$6,167.61 |
| 11/14/2011                   | 13028      | The Trophy Case                       | 6523: Faculty Commission Plaques                                |          | -181.05     | \$5,986.56 |
| 12/07/2011                   | 1002037977 | McGraw-Hill Higher Education          | Faculty Commission Sponsorship                                  | 3,000.00 |             | \$8,986.56 |
| 12/15/2011                   | 13113      | Naples Grande Beach Resort            | 6526: Faculty Luncheon  |          | -1,215.50   | \$7,771.06 |
| 06/25/2012                   | CPARRRRR   | Faculty Commission                    | Transfer to Faculty Commission for JCSC portion of balance      | 16.17    |             | \$7,787.23 |
| 2012-2013                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 10/26/2012                   | 13694      | Jerry Shawver                         | Faculty of the Year Award                                       |          | -500.00     | \$7,287.23 |
| 10/26/2012                   | 13720      | The Trophy Case                       | Faculty Commission Plaques                                      |          | -181.05     | \$7,106.18 |
| 11/1/2012                    | 13736      | Carl Creasman                         | Faculty Commission Runner up 2012                               |          | -250.00     | \$6,856.18 |
| 11/1/2012                    | 13737      | Patricia Campbell                     | Faculty Commission Runner up 2012                               |          | -250.00     | \$6,606.18 |
| 11/16/2012                   | 5046       | Leonard Rabinowitz                    | Faculty Fundraiser Proceeds                                     | 200.00   |             | \$6,806.18 |
| 12/04/2012                   | 13820      | Innisbrook                            | 6526: Faculty Comm Lunch  |          | -895.77     | \$5,910.41 |
| 02/05/2013                   | Debit      | Bank of America                       | 6523: Faculty Commission Plaque                                 |          | -50.00      | \$5,860.41 |
| 2013-2014                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 11/06/2013                   | 14372      | Thom Kieft                            | 6523: Faculty Professor of the Year 2013                        |          | -1,000.00   | \$4,860.41 |
| 12/16/2013                   | 14485      | The Trophy Case                       | 6523: Faculty Commission Plaques 2013                           |          | -234.51     | \$4,625.90 |
| 04/23/2014                   | 14682      | The Trophy Case                       | 6523: Vivian Dillenger Plaque 2013                              |          | -107.76     | \$4,518.14 |
| 2014-2015                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 10/27/2014                   | 15557      | Barry Sibler                          | 6523: 2014 Faculty of the Year                                  |          | -1,000.00   | \$3,518.14 |
| 12/01/2014                   | 15613      | The Trophy Case                       | 6523: Inv# 32467 for Faculty Comm Plaques                       |          | -260.06     | \$3,258.08 |
| 06/30/2015                   | EJ- Audit  | Faculty Commission                    | Transfer to Faculty Comm Share of Joint Commission Funds        | 560.75   |             | \$3,818.83 |
| 2015-2016                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 11/06/2015                   | 16176      | John Gardner                          | Professor of the Year Faculty Commission 2015                   |          | -500.00     | \$3,318.83 |
| 11/12/2015                   | 16193      | Rheal Ray Carpenter                   | 6523: Distinguished Professor of the Year                       |          | -125.00     | \$3,193.83 |
| 11/12/2015                   | 16194      | Coleen Carter                         | 6523: Distinguished Professor of the Year 2016                  |          | -125.00     | \$3,068.83 |
| 2016-2017                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 10/26/2016                   | 16774      | Patrick Dyer                          | 6523: Faculty of the Year Winner (Faculty Comm Share)           |          | -250.00     | \$2,818.83 |
| 10/26/2016                   | 16775      | Jana Berhardt                         | 6526: Faculty of the Year Runner Up (Faculty Share)             |          | -125.00     | \$2,693.83 |
| 10/26/2016                   | 16776      | Angel Rodriguez                       | 6526: Faculty of the Year Runner Up (Faculty Share)             |          | -125.00     | \$2,568.83 |
| 11/17/2016                   | 16793      | The Trophy Case                       | 6526: Inv# 38990 for Faculty Comm Plaques                       |          | -265.88     | \$2,302.95 |
| 2017-2018                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 11/02/2017                   | 17339      | Dr. Eugenio Zaldivar                  | 6523: Faculty of the Year Runner up                             |          | -250.00     | \$2,052.95 |
| 11/02/2017                   | 17341      | Amber Karlins                         | 6523: Faculty of the Year                                       |          | -500.00     | \$1,552.95 |
| 11/02/2017                   | 17338      | Jean Scheppers                        | 6523: Faculty of the year runner up                             |          | -250.00     | \$1,302.95 |
| 2018-2019                    | Number     | Name                                  | Memo  | Deposits | Expenses    | Balance    |
| 11/01/2018                   | 17890      | Laila Nimri                           | 6523: 2018 Faculty of the Year Runner Up                        |          | -250.00     | \$1,052.95 |
| 11/01/2018                   | 17891      | Michelle Walsh                        | 6523: 2018 Faculty of the Year Runner Up                        |          | -250.00     | \$802.95   |
| 11/1/2019                    |            | Arnee Mehya                           | Direct from Sponsor - 500.00                                    |          |             | \$802.95   |
| 11/20/2019                   |            | Faculty Commission                    | Basket Drawing Annual Conference                                | 80       |             | \$882.95   |

**TOTAL POINTS AWARDED FOR FINANCIAL REPORT \_\_\_\_\_ points**

**6. COMMISSION COMMUNICATIONS (Maximum 30 points)**

*Include copies and/or screenshots of eblasts, brochures, CURRENT articles, newsletters, and other means of communication that is NOT social media. They must pertain to Commission events and not individual chapters. **The copies and/or screenshots need to be time-stamped.***

Each communiqué – 5 points each

Dates of communiqués; 1.16.2020 (resent 1.13.2020), 9.8.2020, 9.15.2020, 9.22.2020, 9.29.2020, 10.6.2020, 10.13.2020, 10.20.2020



# Commissions

## FACULTY COMMISSION PRESENTS FACULTY SPOTLIGHT



The Faculty Commission welcomes you to our first "Faculty Spotlight". This month we'd like you tell you about our 2019 Professor of the Year, Amee Mehta!

Amee began her career in India where she completed her Master of Science in molecular and microbiology. She began teaching biological sciences at Seminole State 12 years ago and has earned two of the College's most prestigious awards: the Ken Sylvester Faculty Excellence Award in 2014, and an Endowed Teaching Chair Award in 2018.

*Does a Faculty Member at your college deserve to be recognized? Please contact Jean Scheppers at [scheppj@cf.edu](mailto:scheppj@cf.edu) to feature your outstanding faculty in the Faculty Commission's "Faculty Spotlight!"*

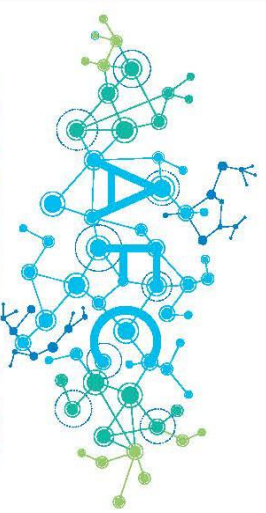
Amee has been known to say, "Good professors believe in personal growth and development." In her work as a professor of biological sciences at Seminole State College of Florida, Amee is the kind of professor whose openness and caring encourages students to develop confidence in their ability to manage their own learning. Amee likes to start each class period with a question about real world issues, and she stresses that it is important for students to think for themselves and develop the ability to re-work their own ideas. "Students appreciate her teaching methodologies and caring nature" says Dr. Laura Ross, vice president of Academic Affairs at Seminole State. "She is a passionate and knowledgeable educator who is dedicated to helping her students reach success."

Amee enjoys teaching at Seminole State and says that the diverse student body is one of the most valuable resources of her college. She says, "The more we engage with the students, the more we benefit as an institution."

Congratulations Amee on being selected the 2019 AFC Professor of the Year! We wish you happiness and success in all your future endeavors!

**A CONNECTION**  
is the energy  
**THAT EXISTS**  
**between TWO PEOPLE**  
when they feel  
**seen, heard, and valued;**  
when they can  
**give and receive**  
**without judgment;**  
**and when they**  
derive sustenance  
and **STRENGTH** from the  
**relationship.**

**CONNECTED** the DOTS



## Faculty Commission Communiques

There are nine communiques that follow:

1. Professor of the Year Nomination Announcement
2. Seven Faculty Round Table Discussion invitations
3. Faculty Spotlight published in the current

## Professor of the Year Nomination Announcement:



# Association of Florida Colleges

## AFC FACULTY COMMISSION

## CALL FOR NOMINATIONS

## 2020 Professor of the Year

## 2020 Distinguished Professors

**Deadline: Tuesday, February 20<sup>th</sup> 2020**

Please read the attached instructions carefully and email the nomination as a single complete file to the Faculty Commission Vice Chair, **Lori Bufka**, no later than **February 20, 2020**. Nominations can be made by any AFC member and supported self-nominations are allowed. Please email the file as a PDF or Word document to: [bufkal@cf.edu](mailto:bufkal@cf.edu)

Five judges (one from each region) will score the portfolios using the attached rubric. Please share the rubric with nominees.



Up to 16 qualifying semifinalists will be notified by Friday, March 6<sup>th</sup>. Semifinalists will make a fifteen-minute instructional presentation illustrating their expertise in the classroom at the Spring Faculty Conference on April 1<sup>st</sup>. Judges will determine the top three finalists who will make the same instructional presentation again at the annual Fall AFC Convention. The AFC Professor of the Year and Distinguished Professors will be announced during the Awards Ceremony on the last night of the annual convention.

#### **Nominees must be:**

- Teaching faculty at an AFC member institution at the time of submission
- AFC Member in good standing
- Able to attend the Faculty Commission Spring Conference April 1, 2020 (all day) at College of Central Florida in Ocala. (We recommend that nominees and judges request travel permission and arrange for expenses immediately.)
- Able to attend annual AFC Fall Conference in November 2020 at the TBD hotel in TBD City.

#### **The AFC Professor of the Year nomination process:**

- The Faculty commission honors the varying selection processes of the member institutions. Please check with your college's AFC chapter to learn about the selection processes in place.
- The Faculty Commission accepts self-nominations from colleges without a formal selection process. The self-nominator must have the approval of their chair and college dean. The administrator who writes a letter of nomination will be considered the nominator.
- AFC member institutions are not limited to a single nominee.
- The entire nomination submission must a single document. Only one document will be forwarded to the judges. To revise or add to your nomination submission, you must resubmit the entire document. Any new submission will replace the prior submission.

#### **AFC Professor of the Year Nomination Requirements, in the order they are to appear in the nomination submission:**

- A completed title page naming the nominee and the nominator (attached below).
- Three letters of nomination, one each from an administrator, a colleague, and a student at your college.

The letters are limited to 800 words.

No additional letters of reference will be considered.

- Nominee's Curriculum Vitae or Résumé
- A statement of "Teaching Philosophy," written by the nominee (1500 words maximum)
- An overview of a teaching presentation that, if selected, will be given during Spring Conference. Guidelines for the teaching presentation overview can be found in Written Submission Evaluation Rubric.

#### **Please send the completed submission as a single document via email to:**

Lori Bufka

AFC Faculty Commission Vice-Chair

College of Central FL

[bufkal@cf.edu](mailto:bufkal@cf.edu) Tel. 352-873-5800



## TITIE PAGE

### AFC PROFESSOR OF THE YEAR

#### AWARD FOR INSTRUCTIONAL EXCELLENCE

#### NOMINEE INFORMATION:

Nominee \_\_\_\_\_  
AFC Chapter \_\_\_\_\_  
Title/Rank \_\_\_\_\_  
Department \_\_\_\_\_  
College Name \_\_\_\_\_  
Campus \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
  
Signature \_\_\_\_\_

#### NOMINATOR INFORMATION:

Nominator \_\_\_\_\_  
AFC Chapter \_\_\_\_\_  
Title/Rank \_\_\_\_\_  
Department \_\_\_\_\_  
College Name \_\_\_\_\_  
Campus \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Relationship to Nominee \_\_\_\_\_

#### Nominee's Signature

Notes:

- An e-signature is acceptable
- Please feel free to delete the lines above and type in your answers in order to submit a typed nomination form

## Seven Faculty Round Table Discussion invitations

### WEEK 1: Teaching During a Pandemic: How are you doing?

Join the Faculty Commission for this week's Virtual Roundtable discussion:

**Pandemic teaching: How are you doing?**  
with a  
Special relaxing stretch break with Charlene Latimer



[Click here](#) to register for the Roundtable on Thursday, September 10 at 11:00 a.m.

The Faculty Virtual Roundtables are online sessions designed to share knowledge, insights and experiences among Faculty in the Florida College System. This week we are focusing on how the Pandemic has affected Faculty and how we are adapting to our new challenges.

Join us for this free group Q&A discussion, share your story, and learn and benefit through moderated dialogue with your colleagues across the state.

Here are a few questions to get us started:

What steps did your school take to address the pandemic and how did that affect your work and your students?

What was the hardest part of the change for you?

What did you do to rise to the challenge?

What new skills did you learn because of the pandemic?

What was the best thing that came out of the pandemic for you?

Future topics may include:

- Connecting with students in a virtual environment: Are you connecting with your students?
- ADA compliance in online teaching: What is most important?
- Free tools for virtual teaching: What are you using?
- Experiential Learning in online teaching: What are you doing?
- Faculty support networks: Who do you turn to when you need help?
- Social Justice in the classroom: How do you promote equality and equal access?
- Creating community: How do you encourage your students to work together?
- Promoting active learning: How do you teach your students to find their own answers?
- Faculty development: What are you doing to increase your own professional knowledge and skills?

This is a chance for your voice to be heard. What would you like to talk about? Would you like to be a moderator?

Send your ideas to Jean at [Scheppej@cf.edu](mailto:Scheppej@cf.edu)

## **Week 2: Connecting with Students: A Discussion of “3 Powerful Teaching Strategies for Connecting with Your Students”**

Join the Faculty Commission for this week's Virtual Roundtable Discussion:

### **Connecting with Students: A Discussion of “3 Powerful Teaching Strategies for Connecting with Your Students”, written by Deb Meyer, Professor of Education at Elmhurst University**

We will test these “3 Powerful Strategies” by using them to conduct our discussion of the article. To that we are asking you to come to the table willing to do these three things:

- Be authentic, willing to make genuine connections with each other by sharing your personal experiences, interests, and hopes as we talk about connecting with students.
- Be confident, willing to believe it is possible to overcome difficulties, to help every student do better, and to do better yourself.
- Be a champion for your students, willing to care about their college success, willing to care more about them.

Click here to read the article and strategies we will be putting to the test. (It's about a seven-minute read.)

<https://www.elmhurst.edu/blog/teaching-strategies-connecting-with-students/>)

Click here to register for the Roundtable on Thursday, September 17 at 11:00 a.m.

The Faculty Virtual Roundtables are online sessions designed to share knowledge, insights, and experiences among Faculty in the Florida College System.

Future topics may include:

- ADA compliance in online teaching: What is most important?
- Free tools for virtual teaching: What are you using?
- Experiential Learning in online teaching: What are you doing?
- Faculty support networks: Who do you turn to when you need help?
- Social Justice in the classroom: How do you promote equality and equal access?
- Creating community: How do you encourage your students to work together?
- Promoting active learning: How do you teach your students to find their own answers?
- Faculty development: What are you doing to increase your own professional knowledge and skills?

This is a chance for your voice to be heard. Which of the topics above would you like to discuss? What else would you like to talk about? Would you like to be a moderator?

Send your ideas to Jean at [Scheppej@cf.edu](mailto:Scheppej@cf.edu)

**Week 3: Connecting with Students: A Discussion of the “Be a champion for your Students: the third strategy in “3 Powerful Teaching Strategies for Connecting with Your Students”**

Join the Faculty Commission for this week's Virtual Roundtable Discussion:

**Connecting with Students: A Discussion of the “Be a champion for your Students”, the third strategy in “3 Powerful Teaching Strategies for Connecting with Your Students”, written by Deb Meyer, Professor of Education at Elmhurst University**

**Thursday, September 24<sup>th</sup>, at 11:00am**

We will continue to test these “3 Powerful Strategies” by using them to conduct our discussion of Being a champion for students. To do that we are asking you to come to the table willing to do these three things:

- Be authentic, willing to make genuine connections with each other by sharing your personal experiences, interests, and hopes as we talk about connecting with students.
- Be confident, willing to believe it is possible to overcome difficulties, to help every student do better, and to do better yourself.
- Be a champion for your students, willing to care about their college success, willing to care more about them.

Click here to read the article and strategies we will be putting to the test. (It's about a seven-minute read.)

<https://www.elmhurst.edu/blog/teaching-strategies-connecting-with-students/>)

Click here to read an additional blog post by author Richard Curwin entitled “Believing in Students: The Power to Make a Difference”. (It's about an eight-minute read)

<https://www.edutopia.org/blog/believing-in-students-richard-curwin>

Click here to register for the Roundtable on Thursday, September 24 at 11:00 a.m.

The Faculty Virtual Roundtables are online sessions designed to share knowledge, insights, and experiences among Faculty in the Florida College System.

Our next topic by faculty request: **The adjunct system: Where are we heading?** – September 28<sup>th</sup>, 11:00am.

Future topics may include:

- Social Justice in the classroom: How do you promote equality and equal access?
- ADA compliance in online teaching: What is most important?
- Free tools for virtual teaching: What are you using?
- Experiential Learning in online teaching: What are you doing?
- Faculty support networks: Who do you turn to when you need help?
- Creating community: How do you encourage your students to work together?
- Promoting active learning: How do you teach your students to find their own answers?
- Faculty development: What are you doing to increase your own professional knowledge and skills?

This is a chance for your voice to be heard. Which of the topics above would you like to discuss? What else would you like to talk about? Would you like to be a moderator?

Send your ideas to Jean at [Scheppej@cf.edu](mailto:Scheppej@cf.edu)

## Week 4: Adjuncts: Academia's Permanent Underclass

Join the Association of Florida Colleges' Faculty Commission for this week's Virtual Roundtable Discussion:

### Adjuncts: Academia's Permanent Underclass

Thursday, October 1<sup>st</sup>, at 11:00am

**Join us to discuss the how the adjunct system affects minorities, how adjunct faculty string together jobs to make a living, and the effects of too many candidates for too few positions.**

The facts listed here are taken from the three short articles linked below. Read any or all of them and join us as we share our personal experiences, interests, and hopes as we talk about the adjunct system.

Did you know that...

- From 1993 to 2013, the percentage of underrepresented minorities in non-tenure-track part-time faculty positions in higher education grew by 230 percent. By contrast, the percentage of underrepresented minorities in full-time tenure-track positions grew by just 30 percent.
- Nearly 80 percent of faculty members were tenured or tenure-track in 1969? Now roughly three-quarters of faculty are nontenured.

Click here to read "Death of an Adjunct" (It's about an eight-minute read.)

<https://www.theatlantic.com/education/archive/2019/04/adjunct-professors-higher-education-the-hunter/586168/>

- Nearly 25 percent of adjunct faculty members rely on public assistance, and 40 percent struggle to cover basic household expenses, according to a new report from the American Federation of Teachers.
- Research on adjuncts is hard to pull off, as institutions aren't always organized or forthcoming with their data on adjunct pay and other details. Adjuncts themselves may be difficult to track down because they often work on multiple campuses to string together something resembling a living.

Click here to Read "Barely Getting By" (It's about a four-minute read)

<https://www.insidehighered.com/news/2020/04/20/new-report-says-many-adjuncts-make-less-3500-course-and-25000-year>

- Some of [the problems] come from overstocking the lake with one species, putting 50,000 new Ph.D.s a year into a system that can sustain 10,000 and letting them fight for resources

Click here to Read "The Adjunct Underclass" (It's about a ten-minute read)

<https://www.insidehighered.com/news/2019/04/16/herb-childress-discusses-his-new-book-adjunct-underclass>

**Click here to register for the Roundtable on Thursday, October at 11:00 a.m.**

The Faculty Virtual Roundtables are online sessions designed to share knowledge, insights, and experiences among Faculty in the Florida College System.

Our next topic by request: **Ethics in Education** – 8<sup>th</sup>, 2:00pm.

Future topics may include:

- Social Justice in the classroom: How do you promote equality and equal access?

- ADA compliance in online teaching: What is most important?
- Free tools for virtual teaching: What are you using?
- Experiential Learning in online teaching: What are you doing?
- Faculty support networks: Who do you turn to when you need help?
- Creating community: How do you encourage your students to work together?
- Promoting active learning: How do you teach your students to find their own answers?
- Faculty development: What are you doing to increase your own professional knowledge and skills?

This is a chance for your voice to be heard. Which of the topics above would you like to discuss? What else would you like to talk about? Would you like to be a moderator?

Send your ideas to Jean at [Scheppej@cf.edu](mailto:Scheppej@cf.edu)

## Week 5: Ethical Teaching: Critical Thinking

Join the Association of Florida Colleges' Faculty Commission for this week's Virtual Roundtable Discussion:

### Ethical Teaching: Critical Thinking

With guest speaker Kermit Harrison

Thursday, October 8<sup>th</sup>, at 2:00Pm **\*New time\***

The Moral Questions to Consider:

- Are there negative ramifications of sending thousands of students into the workforce without having taught Critical Thinking Skills?
- If yes, is our current pedagogy and classroom set up most conducive to the development of critical thinking skills?
- Has the current secondary system reliance on standardized tests habituated students out of critical thinking such that when they arrive on a college campus they are expecting to be told "all they need to know" without having to work anything out themselves?

Click here to read "Teachers in bind: Tests don't measure critical thinking" (It's about a two-minute read.)

[https://www.washingtonpost.com/blogs/answer-sheet/post/teachers-in-a-bind-tests-dont-measure-critical-thinking/2011/07/25/gIQAz84fZI\\_blog.html](https://www.washingtonpost.com/blogs/answer-sheet/post/teachers-in-a-bind-tests-dont-measure-critical-thinking/2011/07/25/gIQAz84fZI_blog.html)

Click here to watch "Do schools kill creativity?" (It's a delightfully humorous 20-minute Ted Talk by Sir Ken Robinson.)

<https://www.youtube.com/watch?v=iG9CE55wbTY>

The Practical Question for Discussion:

How do we address these issues in our own classrooms, while knowing that many of the variables are outside of our control?

**Click here to register for the Roundtable on Thursday, October 8 at 2:00 p.m.**

The Faculty Virtual Roundtables are online sessions designed to share knowledge, insights, and experiences among Faculty in the Florida College System.

Future topics may include:

- Social Justice in the classroom: How do you promote equality and equal access?
- ADA compliance in online teaching: What is most important?
- Free tools for virtual teaching: What are you using?
- Experiential Learning in online teaching: What are you doing?
- Faculty support networks: Who do you turn to when you need help?
- Creating community: How do you encourage your students to work together?
- Promoting active learning: How do you teach your students to find their own answers?
- Faculty development: What are you doing to increase your own professional knowledge and skills?

This is a chance for your voice to be heard. Which of the topics above would you like to discuss? What else would you like to talk about? Would you like to be a moderator?

Send your ideas to Jean at [Scheppej@cf.edu](mailto:Scheppej@cf.edu)



## Week 6: Social Justice in the Classroom

Join the Association of Florida Colleges' Faculty Commission for this week's Virtual Roundtable Discussion:

### Social Justice in the Classroom

Thursday, October 15<sup>th</sup>, at 11:00am **\*Regular time\***

Questions to Consider:

- Are there adverse consequences to imposing instructor beliefs on students without teaching them to form and inform their own opinions?
- Do we value and build on what our students bring to the classroom as we teach?
- Has the current higher education system inhibited students from recognizing the power they have and how they can be leaders in making positive change?

Click here to read "Teaching Social Justice in Theory and Practice" (It's about a 6-minute read.)

<https://resilienteducator.com/classroom-resources/teaching-social-justice/>

The Practical Question for Discussion:

How do we encourage our students find their own voices and engage in creating positive change in an unjust world?

**Click here to register for the Roundtable on Thursday, October 15<sup>th</sup> at 11:00 a.m.**

The Faculty Virtual Roundtables are online sessions designed to share knowledge, insights, and experiences among Faculty in the Florida College System.

Future topics may include:

- ADA compliance in online teaching: What is most important?
- Free tools for virtual teaching: What are you using?
- Experiential Learning in online teaching: What are you doing?
- Faculty support networks: Who do you turn to when you need help?
- Creating community: How do you encourage your students to work together?
- Promoting active learning: How do you teach your students to find their own answers?
- Faculty development: What are you doing to increase your own professional knowledge and skills?

This is a chance for your voice to be heard. Which of the topics above would you like to discuss? What else would you like to talk about? Would you like to be a moderator?

Send your ideas to Jean at [Scheppej@cf.edu](mailto:Scheppej@cf.edu)

## Week 7: Constitutional Amendments

The Faculty Commission invites you to join a Virtual Roundtable Discussion hosted by the College of Central Florida Chapter:

### Constitutional Amendments on the November Ballot

Monday, Oct. 26, from 6-7 p.m.

Come hear from Donna Waller from the Gainesville League of Women Voters who will present the pros and cons of the six Constitutional Amendments on the November ballot and talk about what the state of Florida has in store for us.

**Bring your questions!**

[Click here to register for this activity](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

**Faculty Spotlight published in the current** – Sent as separate document.

**TOTAL POINTS AWARDED FOR COMMISSION COMMUNICATIONS \_\_\_\_\_ points**

## 7. SOCIAL MEDIA (Maximum 30 points)

Provide screenshots of Commission website, Facebook page, Twitter page and any other forms of electronic social media showing commission information, membership recruitment information, minutes, upcoming events, etc. **The screenshots need to be time-stamped.**

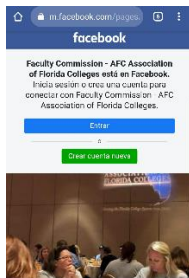
Commission Website – 5 points  
**5 points each**

Facebook Page – 5 points

Other form of electronic social media –

**Commission Website Included – Yes \_\_\_\_\_ Facebook Page Included – Yes \_\_\_\_\_**

**Both can be accessed online to verify they are active.**



**Region Representatives:**  
**Region I:** Dr. David Fowler, Citrus College; eMail: bouwin@citrus.edu; Phone: 352-719-2250  
**Region II:** Steve Crossiffon, Santa Fe College; eMail: steve.crossiffon@collegeenr.edu; Phone: 352-395-8805  
**Region III:** Arnee Mehta, Seminole State College; eMail: arnee@seminolestate.edu; Phone: 407-784-4222  
**Region IV:** John Faria, Hillsborough Community College; eMail: jfaria@hillsborough.edu; Phone: 813-253-7766  
**Region V:** Dr. Teena White, Indian River State College; eMail: twHITE@irsc.edu; Phone: 772-452-7622  
**Alternate:** Dr. La la Nimit, Seminole State College; eMail: lmnimit@seminolestate.edu; Phone: 407-706-2050



the exchange of ideas and as well as the discussion of academic and professional issues among faculty around the state. Commission members provide leadership within the 29 institutions as well as working with the Association of Florida Colleges (AFC) to promote legislative awareness in areas of particular concern to faculty.

**COMMISSION RESOURCES:**

1. Executive Board
2. Bylaws
3. Awards and Recognition
4. Announcements
5. Newsletter
6. Previous Award Winners

**2020 EXECUTIVE BOARD**  
**Chair:** Jean Scheppers, College of Central Florida; eMail: jschepp@ccf.edu; Phone: 352-299-5146  
**Chair-Elect:** Tracy Clunio, Palm Beach State College; eMail: tclunio@palmbeachstate.edu; Phone: 561-868-3439  
**Vice Chair:** Lori Bufka, College of Central Florida; eMail: lbufka@ccf.edu; Phone: 909-747-7331  
**Secretary/Social Media:** Gladys Willis, Miami Dade College; eMail: gwillis@mdc.edu; Phone: 786-209-7291  
**Treasurer:** Min Lu, College of Central Florida; eMail: lmin@ccf.edu; Phone: 352-673-5800 x. 1394  
**Immediate Past Chair:** Dr. Kimberle Messick, Indian River State College; eMail: kmessick@irsc.edu; Phone: 772-462-7566

**TOTAL POINTS AWARDED FOR SOCIAL MEDIA \_\_\_\_\_ points**

**COMMISSION CHAIR AFC BOARD OF DIRECTORS MEETING ATTENDANCE (Maximum 20 points)**

*Provide a copy of each AFC board of directors meeting minutes with names of the commission chair or chair-elect highlighted.*

Attendance by Chair or Chair-Elect – 5 points each

Dates of Attendance

**AFC Handbook indicates that attendance is recorded by the State Office and that office will provide attendance information.**

**TOTAL POINTS AWARDED FOR BOARD OF DIRECTORS MEETING ATTENDANCE**  
\_\_\_\_\_ points

**8. AFC BOARD OF DIRECTORS WRITTEN REPORT (Maximum 20 points)**

*Provide a copy of each Commission Report.*

Each report submitted at the AFC BOD Meeting - 5 points each

**Faculty Commission Report**

January 29, 2020

Chair: Jean Scheppers  
Vice Chair: Lori Bufka  
Secretary: Gladys Wills  
Treasurer: Min Lu

**Activities**

**Professor of the Year**

- The commission updated Professor of the Year forms including the Call for Nomination Forms, the Written Submission Evaluation form, the Teaching Demonstration Rubric and the Teaching Demonstration Instructions. Thank you to the Executive Board and the 14 member Advisory Committee for their input. 😊
- We will send out the Call for Nomination forms for the Professor of the Year to all AFC Members. Nominations will be due February 20, 2020

**Faculty Retreat/Professional Development Abroad**

- Worked with the Study Abroad Association to develop a Faculty Retreat in Ireland.
- The trip is not associated with AFC, An individual who wishes to travel must contact Study Abroad Association for information and access to the website and enrollment

**Faculty Conference**

- The faculty conference has been scheduled for April 1<sup>st</sup>, 2020.
- We are looking for a keynote speaker, and we need two region representatives, Region 1, and Region V.

Dates of Reports Submitted

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**TOTAL POINTS AWARDED FOR BOARD OF DIRECTORS WRITTEN REPORT \_\_\_\_\_**  
**points**

**9. FUNDRAISING ACTIVITIES BY COMMISSION (Maximum 30 points)**

Commission must provide a copy of each activity announcement making sure that the Commission involvement is clearly documented.

Any organized fundraising activity. – 5 points each

AFC Foundation Silent Auction Donation. Must provide copy of donation request form. – 5 points each

**Name of activity: Fundraising Tool Basket – Table at 2019 Annual Conference - \_\_\_/5**

**Name of activity: Fundraising Coffee Basket – Table at 2019 Annual Conference- \_\_\_/5**

**TOTAL POINTS AWARDED FOR FUNDRAISING \_\_\_\_\_ points**

**TOTAL POINTS:**